

REYC MAIN COMMITTEE – RESPONSIBILITIES

The REYC Constitution and Rules govern the Club's activities. Rule paragraph 10 describes the Main Committee and directs it *inter-alia* to maintain the Club's principal policies and procedures listed in Annex D. This document is one of those policies and lists the Principal Flag Officer and other Main Committee member duties.

Reference to clauses is to Clauses in the Constitution and to paragraphs is to those in the Rules.

COMMODORE

1. The Commodore chairs the Main Committee and has a casting vote when required. The Main Committee is responsible for day to day activity of the Club and may incur expenditure on behalf of the Trustees for current expenses and maintenance of Club assets.
2. The Commodore is to ensure that the Main Committee addresses the following, on behalf of Trustees:
 - a. Programme of events, training and development.
 - b. Use, inspection and maintenance of Club and any loan boats and equipment, including charters and Club moorings.
 - c. Management of risks, health and safety. Any incidents notifiable to authorities or which may impact on the Club's reputation are to be reported to the Trustees immediately and investigated as necessary.
 - d. Financial plan, annual budget, accounts, financial controls, asset register and insurance.
 - e. Capital investment programme.
 - f. Management policies and procedures (reviewed annually).
 - g. Annual awards and prizes.
 - h. Club records and archives.
3. The Commodore is appointed under paragraph 9 and is an ex-officio Trustee of the Club by virtue of clause 13 (2).
4. The Commodore is to direct whether to investigate and if so how, incidents or accidents during Club events or involving Club Members or those using Club boats or equipment which might have brought or might bring the Club into disrepute, or incur significant expenditure of Club resources that are reported to him/her and is to report them to the Board of Trustees, if necessary.
5. The Commodore is a member of the Army Sailing Association (ASA) Council representing the Club and Corps.

VICE COMMODORE

6. Appointed in accordance with (iaw) Rule 9, the Vice Commodore is responsible:
 - a. iaw Clause 9(3), to *'exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.'*
 - b. iaw Clause 13(2), to 'be a charity trustee' noting the provision of sub-clauses 13(2)(a) and (b).
 - c. iaw Paragraph 13, to deputise for the Commodore as required, including acting as Chair for Main Committee Meetings.
 - d. iaw Paragraph 39, to chair the Finance Sub Committee.
 - e. iaw Paragraph 10 and 39 and clause 25 maintain the Club's:
 - (1) 12 Year Financial plan
 - (2) Annual budget
 - (3) Accounts
 - (4) Financial controls
 - (5) Asset register
 - (6) Insurance
 - f. for providing oversight of accountancy services and annual audit arrangements for REYC accounts as provided by Corps Funds.
 - g. for authorisation of Club expenditure within his/her respective budget and delegation.
 - h. for providing advice to shape the Club's capital investment programme.
 - i. for developing financial management policies and procedures (to be reviewed annually).
 - j. for financial policy and formulation of the long-term plan.
 - k. for co-ordination of submission of REYC input to the ASA 5 year plan.
 - l. for the submission of bids for major grants to the ASA and Corps.

HONORARY SECRETARY

7. The REYC administrative duties shall be the responsibility of the Honorary Secretary. He or she is the Secretary to the Main Committee and is responsible for:

- a. All Main Committee arrangements, papers, records and communications to members.
- b. Providing a focal point for all correspondence received or dispatched on behalf of REYC.
- c. Maintaining historical records of the main committee meetings, other Club papers and archives.
- d. Supporting the Board of Trustees Secretary in arranging the Annual General Meeting.
- e. Overseeing the production and publication of the Year Book by the appointed Editor, in collaboration with the Rear Commodore (Regions) and the Membership Secretary.
- f. Personally, controlling the issue of Blue Ensign permits and rendering a return to the RYA on 1st January annually of the yachts owned by members of the club that are entitled to fly the Blue Ensign through the REYC.
- g. Overseeing the Club's property held in the RE HQ Mess with support of the Silver Member.
- h. Managing Club regalia, advising the Sapper Shop on Club items for sale and holding the stock of presentation items.
- i. Organising the REYC Annual Dinner.

HONORARY TREASURER

8. **Honorary Treasurer.** The Club's central financial duties shall be the responsibility of the Honorary Treasurer. He or she shall:

- a. iaw Paragraph 36, deputise for the Vice Commodore on Club financial matters.
- b. Be responsible for the books of account as kept by Corps Funds as are necessary to give a true and fair view of the state of the finances of the REYC Account in accordance with Clause 25 (Charity Commission) and Paragraph 10 (MoD Regulations). He/she is assisted by the Corps Fund's Book Keeper whose duties are limited to executing the mechanics of correct accounting, in line with the Honorary Treasurer's guidance and supervision.
- c. Commission the annual audit of the accounts of the Club.
- d. Report on in-year budgets to the MC and ensure that Club income and expenditure is reconciled to the most appropriate cost centre on a monthly basis.

- e. Prepare a statement of all the REYC accounts and an annual Balance Sheet as at 31 December in each year. This to be agreed by the Main Committee and presented to the Trustees in time for it to be laid before the Annual General Meeting in the same year.
- f. Support the Vice Commodore in the preparation of annual budgets for income and expenditure and the development of financial management policies and procedures.
- g. Authorise Club expenditure within his/her respective budget and delegation.
- h. Call, and run in the absence of the Vice Commodore, meetings of the Finance Sub-Committee.
- i. Be responsible for the submission of bids for minor grants to the ASA and Corps.
- j. Be responsible for the submission of Gift Aid returns to HRMC.

MEMBERSHIP SECRETARY

- 9. The Membership Secretary is responsible to the Vice Commodore for:
 - a. The management of the Club's membership data and records including an up-to-date database with addresses, qualifications, boat and subscription details for all members of the Club, and annual verification of the data.
 - b. Management of members subscriptions including the operation of the direct debit system for the receipt of all subscriptions and donations, and with the Hon Treasurer for ensuring that such receipts are properly accounted for.
 - c. All correspondence with Club members over matters of membership.
 - d. Individual issue to all Club members of the Year Book.
- 10. The Membership Sec is the Club's Information Control Officer and is responsible for maintaining registration with the Information Commissioner's Office.

INFORMATION AND COMMUNICATION OFFICER

- 11. The REYC's digital presence shall be the responsibility of the Information and Communication Officer. He or she shall:
 - a. Develop and manage the Club's digital footprint, including the website, in coordination with the Hon Sec.
 - b. Oversee, cohere and coordinate use of social media feeds and channels by the Club and by division and branches within the Club.
 - c. Work with the Club's Information Control Officer, who is the Membership Sec, to ensure that the Club's use of personal data for communications is carried out in accordance with GDPR 2018.

REAR COMMODORE (INSHORE)

12. The responsibilities of the Rear Commodore (Inshore) RC(I) are set out in Paragraphs 51 – 53. In exercising these responsibilities for the management and coordination of the Club's Inshore activities and for managing the Club's dinghies, and Windsurfing and Kite-Sports equipment, RC(I):
- a. Chairs the Inshore Committee.
 - b. Ensures that all Club Inshore activities are properly organised, conducted and supervised by suitably qualified personnel.
 - c. Ensures that all sailors comply with the relevant regulations on lifejackets and buoyancy aids.
13. Rear Commodore (Inshore) is responsible for:
- a. Recommending to the Main Committee any changes required to the Club's Inshore boats and equipment.
 - b. Providing written procedures that cover the use, inspection and maintenance of Inshore boats and equipment.
 - c. Ensuring that all Inshore boats and equipment are properly used, inspected, maintained and documented.
 - d. Organising through the Inshore Committee REYC training and racing events and for advance publication of these activities
 - e. The selection of Corps and REYC teams for small boat, windsurfing and kitesurfing events.
 - f. Producing and, with support from the Inshore Treasurer, managing the Inshore budget within delegation.
 - g. Dinghy/windsurfing/Kitesurfing bids for welfare funds.
14. **Liaison.** The RC(I) should maintain links at the appropriate level with:
- a. The ASA, particularly with their RC(I) and the Army Inshore Sail Trg Centre at Thorney Island.
 - b. The RNSA, RAFSA and the Army Yacht Clubs.
 - c. The RYA and BKSA.

REAR COMMODORE (OFFSHORE)

15. The responsibilities of the Rear Commodore (Offshore) RC(O) are set out in Paragraphs 47-50. In exercising these responsibilities for the management and coordination of the Club's Offshore activities and as ex-officio the Managing Agent (MA) for the Club's yachts, the RC(O) is to carry out the following.

16. **Yacht Management.** All yachts are to have a programmed period of maintenance (refit) annually. This will normally take place in the winter. The extent of the refit is to be costed and proposals submitted to the Main Committee for approval in advance of the Club AGM.

17. **Racing.** The Club's premier yacht is to be maintained in racing condition and able to race in Class and RORC events. Other Club Yachts are only to be raced exceptionally and with special permission from the RC(O).

a. **Racing Programme.** A proposed programme of races and regattas for the racing yacht is to be submitted to the Main Committee for approval in time for the AGM. This programme should always include participation in the Fastnet Race, the Army Offshore Regatta and the Services Offshore Regatta. Club events such as the annual Lympington Meet and The Ilex Trophy should also be supported.

b. **Certification.** The Racing Yacht's IRC certificate is to be renewed at the start of the racing season.

c. **Fastnet Race.** RC(O) is to ensure that a Fastnet Entry is secured for at least one of the Club's Yachts.

d. **Racing Skippers and Crews.** Skippers of the Club Racing Yacht are to be approved by the RC(O) and a list of approved skippers is to be maintained. For major events (e.g. the Fastnet Race and the Cowes and Cork Week Regattas) RC(O) should also ensure that the crew are suitably experienced and trained.

18. **Training and Cruising.** The Club's other Offshore Yachts are to be equipped only for Training and Cruising, although with permission from the RC(O), than be raced on a case-by-case basis e.g. The Ilex Trophy.

a. **Sail Training Week.** The RC(O) is to initiate and support a Sail Training Week every year, with the aim of introducing young soldiers and officers to sailing and recruiting Club Members.

b. **Troop Commanders' Course.** The RC(O) should initiate and support an "Introduction to Sailing" period for the Troop Commanders' Course, with the aim of identifying talent, introducing new Sapper Officers to sailing and recruiting them into the Club.

c. **Adventurous Training.** RC(O) should seek out Army and Joint Services AT exercises (e.g. Ex TRANSGLOBE), to encourage Sapper participation and to provide support as possible. Advice and support to Sapper unit and individual AT should be provided as needed and when possible.

d. **Individual Training.** RC(O) should provide advice on the RYA Scheme and on JSASTC Courses to Club Members, and any Sapper who asks for it. In addition, RC(O) should nurture talent and encourage individual members (especially serving Sappers) to upgrade their qualifications.

19. **The Offshore Committee.** RC(O) is chairman of the Offshore Committee. Committee Members are appointed by and support RC(O) and provide individual expertise, thereby enabling the delivery of the Offshore Objectives. Appointments with outward-facing responsibilities should be cleared by the Cdre. Essential Committee members are:

a. **The Offshore Secretary.** The main responsibility of the Secretary is to coordinate the activities of the Committee. The Secretary should maintain close liaison with the Honorary Secretary (Main Committee). The Offshore Secretary, in the case of a non-serving individual being CoB, is the 1RO to the bosuns.

b. **The Racing Secretary.** The main responsibility of the Racing Secretary is to organise and supervise the Offshore Racing Programme.

c. **Yacht Booking Secretary.** The Yacht Booking Secretary is responsible for running the yacht booking system, ensuring that charterers are eligible and qualified to book yachts and are properly briefed on their use.

d. **The Offshore Treasurer.** Working closely with the Honorary Treasurer and the Club's Accountant, the Offshore Treasurer is responsible for:

- (1) Keeping records of Offshore expenditure.
- (2) Bids for external support, such as the Nuffield Trust and H&M Trust.
- (3) Helping to cost planned activities (including annual refits and Offshore Events) and the preparation of the Offshore Budget.

e. **Captain of Boats (CoB).** CoB is responsible for the maintenance of the Offshore Yachts. The Club Bosuns work directly to the CoB, who is their Line Manager and, if serving, their 1RO.

f. A senior Club Member may be invited to support the Offshore Committee.

20. **Deputy RC(O).** The RC(O) is to nominate one of the Offshore Committee as Deputy RC(O). This appointment is to be cleared with the Cdre. As well as standing in for the RC(O) when necessary, paragraph 50 allows the Deputy RC(O) to authorise derogations to the Offshore Rules if RC(O) is unavailable.

21. **Club Bosuns.** Responsibility for establishing and recruiting Club Bosuns rests with the Main Committee. Once recruited, Club Bosuns will work for the Captain of Boats; the RC(O) will act as their 2RO. Bosuns should qualify and then be available as yacht skippers particularly if required for AT, and should also aim to qualify as RYA Cruising Instructors. In addition, they should receive training in yacht maintenance.

22. **Liaison.** The RC(O) should maintain links at the appropriate level with:

- a. The ASA, particularly with their RC(O) and the OiC Fort Blockhouse.
- b. The RNSA, RAFSA and the Army Yacht Clubs.
- c. The JSASTC and Hornet Yacht Club.
- d. The RYA.

REAR COMMODORE (REGIONS)

23. The Rear Commodore (Regions) is to act as a focus for retired and civilian Members and to coordinate regional activities. He or she is responsible for:

- a. Representing retired and civilian Members at the REYC Main Committee.
 - 1) Overseeing Branch Captains and the organisation of regional events.
 - 2) Special events including the Lymington Meet.
 - 3) The submission of bids for the funding of regional activities.
- b. Maintaining a list of regional contacts and Port Officers.
- c. Acting as the point of contact with the Club for members engaging in private worldwide racing and cruising activities.
- d. Representing regional matters on the Finance Sub-committee.

RESPONSIBILITIES FOR REYC ACTIVITIES

Serial	Subject	Committee Member Responsible	Committee	Secretary
1	Management and administration of the Charity ¹	Trustees	Board of Trustees	BoT Secretary
2	Policy	Commodore	Main Committee	Hon Secretary
3	Finance ²	Vice-Commodore	Finance Sub-Committee	Hon Treasurer
4	Offshore matters generally including racing.	Rear Commodore (Offshore)	Offshore Sub-Committee	Offshore Secretary
5	Small Boats including Boards and Kites	Rear Commodore (Inshore)	Inshore Sub-Committee	Inshore Secretary
6	Regional Activities	Rear Commodore (Regions)	REYC (Regions) Sub-Committee	RegionsSecretary ³
7	Membership	Membership Secretary	-	-

Notes

1. The Constitution of the Club sets out the duties of the Trustees.
2. Financial policy is endorsed by the Main Committee and approved by the Trustees. The Finance Sub-Committee deals with implementation of financial policy, preparation of budgets and submission of detailed bids on the RE Sports Fund. The Sub-Committee consists of the Vice-Commodore, the Treasurer and Branch Treasurers.
3. If appointed by RC (Regions).